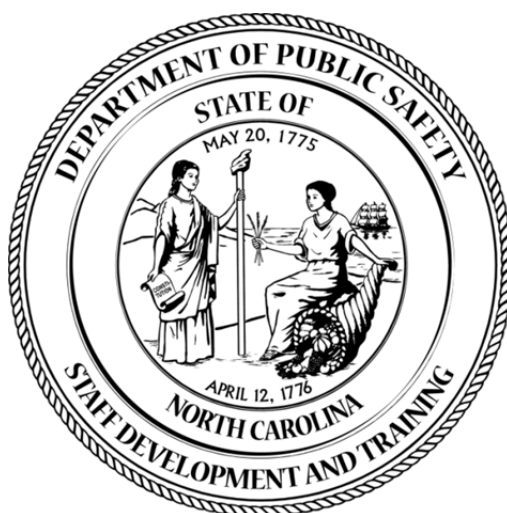


NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Staff Development and Training



Student Handbook



NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY

Office of Staff Development and Training

Dear Trainee:

I would like to take this opportunity to welcome you to training. The Office of Staff Development and Training is dedicated to providing training that will assist you with the necessary knowledge and skills needed to be a successful employee with the Department of Public Safety.

This handbook contains information about housing, meals, emergency numbers, and rules of conduct. Please keep a copy of this information with you during your training.

Our staff will be available to offer any assistance you may need in order to successfully complete your training.

Good luck and I wish you well during your time with us and any future endeavors.

Sincerely,

Charles D. Walston, Director

OSDT

“Developing Tomorrow’s Leaders Today”

DEPARTMENTAL POLICY AND PROCEDURES

Individuals receiving appointment to permanent certified positions must serve a probationary period. This probationary period is an extension of the employee selection process and provides the time for effective adjustment to the new employees or the termination of those whose performance will not meet the acceptable standards.

Any violations of Department of Public Safety policies or rules and regulations may result in disciplinary action, removal from the training site or dismissal from the Department of Public Safety.

The information provided in this handbook is intended for use by all trainees.

Trainee Rules & Regulations

PURPOSE

The purpose of the training school rules and regulations is to provide an environment that is conducive to learning, stimulating mutual respect, and encouraging professionalism for training programs conducted by Staff Development and Training.

SUPERVISION AND ASSISTANCE

Numerous persons are available to provide supervision and assistance. The Regional Training Manager and Training Instructors will provide supervision and support throughout the training period.

EMERGENCY NUMBERS

In case of illness or other emergencies, the trainee shall notify their Regional Training Manager or the person designated by the Regional Training Manager.

During Orientation sessions in each class, trainees will be given specific emergency telephone numbers for OSDT staff and procedures on what to do in case of an emergency during training.

**EMERGENCY NUMBER FOR AFTER HOURS AND WEEKENDS:
OSDT CENTRAL REGION SECURITY DESK (919) 367-7100**

Regional emergency numbers will be given during orientation.

ORIENTATION

Attendance is mandatory

Section of Prisons Trainees must wear their uniform; Section of Community Correction Trainees must wear appropriate work attire; Juvenile Justice Trainees must wear appropriate work attire. A dinner meal will not be provided.

Dress & Personal Appearance

Trainees may be in contact with employees from other agencies; therefore, it benefits the Department of Public Safety and trainees to present a neat and orderly appearance while involved in training. Department of Public Safety employees are public servants; to reflect their responsibilities, they should present a professional and well-groomed image.

CLASSROOM TRAINING

Juvenile Justice Officers/Juvenile Court Counselors:

- Attire shall be consistent with the Division of Juvenile Justice appearance regulations.
- Clothes shall not be overly conspicuous by color or style and reasonable standards of care and maintenance will be required.
- Depending on the nature of the training, students may choose to dress more formal or business casual.
- Formal dress includes dress shirts, ties, and dress pants for males; dresses, skirts and blouses, or dress slacks and blouses for females.
- Business Casual may include collared shirts, polo or knit, worn with dress slacks or khakis and blouses or dress tops.
- Examples of clothing which are unacceptable: shorts, spandex, tank tops, blue jeans, tennis shoes or dress shoes for males without socks.

Correctional Officers:

- Attire shall be consistent with the Section of Prisons appearance regulations.
- Students are required to wear their uniform to class unless the schedule states otherwise.
- The uniform shall always be worn complete. Uniform trousers, shirts, jackets, and coats will be properly maintained, laundered, and free of wrinkles. Shoes will be shined. Uniforms will not be worn after class.

Probation/Parole Officers:

- Attire shall be consistent with the Section of Community Corrections appearance regulations.
- Clothes shall not be overly conspicuous by color or style and reasonable standards of care and maintenance will be required.
- This includes dress shirts, ties, and dress pants for males; dresses, skirts and blouses, or dress slacks and blouses for females.

- Dress: formal court room attire, coat and tie.
- Business Casual: polo shirt with collar, pants such as khakis. Male officers should bring a coat and tie for the purpose of their identification card photograph and for Moot Court.
- Dress pants, shirts and ties for males.
- Ladies are expected to wear dresses, pantsuits, or dress skirts and blouses.
- Examples of clothing which are unacceptable: shorts, spandex, tank tops, blue jeans, tennis shoes or dress shoes for males without socks.

FIREARMS TRAINING

Section of Prisons

Firearms' training begins in the first week. Bring the following items with you:

- Leather belt (1-1/2 inches wide).
- Shoes or boots rather than flip-flops or sandals.
- Rain gear.
- Cap with a bill.

Do not bring any weapons, handcuffs, or chemical agents (tear gas, mace, or OC pepper spray) with you to the training site.

Section of Community Corrections

All equipment used for this training must be state-issued and brought with you to training.

- Trainees must bring one pair of handcuffs, handcuff carrier and a key.
- State-issued flashlight with charger and extra batteries.
- State-issued holster issued by your Chief PPO.
- Two (2) old cotton bath-size towels to be used for gun cleaning.
- State-issued body armor w/ballistic plates.

No weapons or ammunition should be brought to the training site.

PSYCHOMOTOR SKILLS TRAINING

- Juvenile Justice Officers, Juvenile Court Counselors, and Probation and Parole Officer Participants should bring appropriate gym clothing and soft-soled tennis shoes.
- No spandex leggings, spandex shorts, regular shorts or tank tops are to be worn. Pants should cover the ankle.
- Correctional Officers will wear a modified duty uniform with soft – soled tennis shoes during CRDT training.

- Soft-soled tennis shoes, suitable for use on a finished gymnasium floor, should be brought. Hard leather shoes or shoes with hard black composition soles cannot be worn on the gymnasium floor.

GLASSES AND/OR CONTACT LENSES

If you wear glasses or contact lenses bring an extra pair with you in case of breakage or loss. The Department of Public Safety is not responsible for loss or breakage.

CLASSROOM & DEPARTMENTAL COURTESIES

Common rules of courtesy shall be extended to all persons with whom trainees come into contact.

No eating, smoking, using smokeless tobacco and no reading magazines or newspapers while in the classroom. All OSDT Training sites are tobacco free.

ATTENDANCE REQUIREMENTS

It is the responsibility of the trainee's supervisor to ensure that the trainee is instructed to report to assigned class at proper time and date with proper equipment.

Attendance is MANDATORY. Classes are held from 8:00 a.m. until 5:00 p.m. with one hour for lunch. Class schedules will be furnished to the trainees and will indicate when hours are to be extended because of required training. Attendance is MANDATORY for Orientation. Tardiness will not be tolerated. OSDT Staff will notify the Regional Operations Manager of any tardiness. Trainees will be required to furnish a written statement for each occurrence of tardiness. Students that are tardy on three occasions will be referred to the manager for removal from training. Unauthorized leave and unexcused tardiness will be referred to the Operations Manager. Late/tardy means reporting to class **any time after** the class has begun.

Trainees are expected to remain alert at all times. Sleeping during class and napping during breaks will not be tolerated.

ILLNESS, INJURIES, & OTHER EMERGENCIES

All trainees are required to report any injuries occurring during training immediately to an instructor. Any illness, injury, or physical limitation which would impact training should be reported at once.

HOMEWORK

Homework will be assigned. The trainee is responsible for completing these assignments by the specified time and in a neat and legible fashion. Failure to complete homework assignments will result in dismissal from the course.

ELECTRONIC DEVICES

No electronic devices, I-pods, I-pads, cell phones, or cameras are permitted in the classroom building, classrooms, gym or firing ranges. No personal laptop computers are allowed in classrooms. All efforts are made to eliminate distractions in the classroom.

VISITORS TO TRAINING SITES

During the training course, visits from acquaintances, families and friends are not permitted. Contact with trainees is limited to training staff and other authorized personnel. This is intended to keep distractions to a minimum. All trainees need to focus on preparing for completion of training and preparation for passing final examinations.

CONDUCT

- Trainees shall conduct themselves in a professional manner at all times, and shall not act in any manner that would reflect unfavorably upon themselves or the Department of Public Safety.
- Drinking or possession of alcoholic beverages shall not be permitted in common areas or dorm rooms or anywhere on the premises. It is noted that the Department of Public Safety rules SUPERSEDE all other training site regulations.
- Use or possession of controlled substances shall not be tolerated.
- Gambling shall not be tolerated.
- Unlawful Workplace Harassment, Sexual Harassment, and Violence in the Workplace shall not be tolerated.
- All Office of Staff Development and Training locations are TOBACCO FREE. Smoking and or the use of smokeless tobacco will not be tolerated in the classroom, on the firing range or on the training mats and is prohibited in all State owned vehicles.
- Any trainee who attempts to pass written exams dishonestly or any trainee who assists someone else in attempting to pass exams dishonestly will be disciplined.
- Trainees will be required to sign a Statement of Agreement and Understanding while attending training. If a trainee is found to be in violation of the Agreement, the trainee will be disciplined or removed from training.
- Trainees are expected to attend every class session. There are NO excused absences. Trainees are required by Criminal Justice Standards and DPS policy to complete the entire course. Trainees are not eligible to sit for the state exam until all phases of training have been successfully completed. Any absences or excessive tardiness will be cause for dismissal from training. Trainees are expected to remain in the training area at all times. Emergencies will be handled on a case-by-case basis.

OVERNIGHT TRAINING SITES

- Male trainees shall not be in female living areas and female trainees shall not be in male living areas. Guests are not allowed on the training site and are not allowed to stay in the dormitory.
- Quiet hours commence at 11:00 p.m. each night. Trainees will comply with the following rules: TV sets, radios, and conversations shall be kept at a level low enough not to be heard in the adjoining rooms. Be respectful of each other. Music being played in automobiles in the parking lots is to be kept at a level low enough not to be heard outside the automobile. Training sites are subject to review by OSDT Staff for compliance.

STATEMENT OF AGREEMENT AND UNDERSTANDING

All Department of Public Safety personnel will be required to read and sign a Statement of Understanding which outlines the Office of Staff Development and Training policy regarding supervision during training to include personal and professional conduct while in training.

POLICY REVISION FOR SECTION OF COMMUNITY CORRECTIONS

Section of Community Corrections trainees will be required to read and sign the policy revision which outlines the examination pass/fail policy.

STUDENT EVALUATIONS

The OSDT Staff will complete a weekly trainee evaluation form on each individual participant. This evaluation will be forwarded to the Regional Operations Manager, as well as Management at your work location. This form is intended to provide feedback on conduct and performance during training.

DORMITORIES

Once the trainee has been assigned to a room, no change shall be made unless approved by the Dormitory Manager or Correctional Training Manager. No furnishings, such as beds, mattresses, pillows, or blankets shall be removed. Students are not allowed to remain on campus during weekends.

ROOM INSPECTION

Rooms are subject to inspection. Trainees shall keep their rooms neat and clean at all times. The occupants will clean their rooms and the bathrooms are to be kept neat and clean. This will assist the site Housekeeping Personnel in performing routine maintenance.

LINEN EXCHANGE

N.C. Justice Academies at Salemburg/Edneyville

Towels and washcloths, sheets and pillowcases will be exchanged in accordance with their policy. (These procedures may vary at each training site.)

MEALS

Meals are provided at some training sites. In selected regional training, meals will be at the trainee's expense or arrangements for reimbursement coordinated by OSDT.

N.C. Justice Academies at Salemburg/Edneyville

Trainees will sign a roster for each meal.

Breakfast	7:00 a.m. to 8:00 a.m.
Lunch	11:30 a.m. to 1:00 p.m.
Dinner	5:00 p.m. to 6:00 p.m.

TELEPHONES

Telephone messages WILL NOT BE DELIVERED EXCEPT IN EMERGENCY cases. Official phones located on the training sites ARE NOT TO BE USED UNLESS AUTHORIZED BY OSDT STAFF. Trainees are expected to use pay phones in the immediate area of the training class being conducted.

CHECK CASHING/CREDIT CARD ADVANCES

Local banking practices restrict banks from cashing personal and paychecks from other banks except for depositors. Trainees should bring enough cash for personal needs.

TRAVEL INFORMATION

Transportation arrangements will need to be made with your Section since this office is not responsible for your travel to the training site. Please car pool. Directions to the Training Facilities can be found on the Staff Training link, located on the NCDPS website at www.ncdps.gov. Park only in the designated student parking area.

AUTOMOBILES

State Laws, Department of Public Safety Policies, and Department of Administration Regulations control the use of Department vehicles. Department Vehicles may be used for official use only.

USE OF VEHICLES

Department policy requires anyone receiving a citation, while driving a State Vehicle, to report the citation to the Correctional Training Manager as well as to his or her work location immediately.

Trainees who elect to drive their own personal vehicle to training will not be reimbursed for any vehicle expenses.

COMMUTING

It is expected where housing is provided, that all trainees will stay on site for the duration of training, except for weekends.

Any trainee with extenuating circumstances wishing to commute must receive permission from the Director of the Office of Staff Development and Training PRIOR to training. Trainees, who have received PRIOR permission to commute, must attend the Sunday night orientation and the Trainee must provide a copy of the OSDT approval letter during orientation.

INCLEMENT WEATHER

In the event of weather causing unsafe driving conditions, a contingency plan has been developed for employees of the Department of Public Safety statewide who are scheduled to attend training. Policy is that training will go on as scheduled unless the program is cancelled or employees in specific areas are instructed not to travel.

Department of Public Safety employees scheduled for training are instructed to telephone their Class Coordinator who will provide you with travel and training information. If you are unable to reach the class coordinator, you may call the OSDT Central Office in Apex: 24 hour coverage at 919-367-7100. Trainees unable to contact these locations are instructed to contact a Highway Patrol Communication Center or a local law enforcement agency for information before traveling.

OSDT TRAINING LOCATIONS

OSDT REGIONAL TRAINING OFFICES

OSDT Central Regional Training Center

2211 Schieffelin Rd.

Apex, NC 27502

Phone: (919) 367-7100 (24 hours)

OSDT Eastern Regional Training Center

2241 Dickinson Ave.

Greenville, NC 27834

Phone: (252) 439-1810

OSDT Southern Coastal Training Center

180 Sandhills Dr.

Raeford, NC 28376

Phone: (910) 944-4735

OSDT Piedmont Triad Training Center

157-A Dublin Square Rd.

Asheboro, NC 27203

Phone: (336) 636-5482

OSDT Western Regional Training Center

309 Colombo St., SW, Suite 103

Valdese, NC 28690

Phone: (828) 757-5730

DOJ TRAINING LOCATIONS

N.C. Justice Academy – East Campus

200 W. College St.

Salemburg, NC 28385

Phone: (910) 525-4151

<http://ncja.ncdoj.gov>

N.C. Justice Academy – West Campus

3971 Chimney Rock Rd.

Edneyville, NC 28727

Phone: (828) 685-7530